

EFFECTIVE

August 1, 2012.

Subjects

1. Application procedures.
2. SER policy exceptions.
3. Assets.
4. Budget procedures.
5. Emergency Services (ES) funds.
6. Energy services.
7. Relocation services.
8. Home ownership services.
9. Payments.

1) Application Procedures

ERM 103, Application Procedures

Emailed and scanned applications are not acceptable unless submitted through MiBridges.

A time zone reference has been added to identify that any application submitted after 5:00 pm EST will have an application date of the next business day.

Reason: Policy Clarification.

2) SER Policy Exceptions

ERM 104, Exceptions to Official SER Policy

The title of manual item has been changed to SER Policy Exceptions. Policy has been clarified and updated with an example.

Reason: Policy Clarification.

3) Assets

ERM 205, Assets

Verify and count all non-excluded assets of SER group members for all SER services with every application.

Medicare Set-Aside account has been added as an excluded asset and lottery winnings has been listed as an example of a lump-sum payment.

Reason: Policy Update.

4) Budget Procedures

ERM 208, Budget Procedures

The asset copayment section has been updated to remove the reference to non-energy services since there is now an asset test for energy-related services.

For energy services, any additional payment made by another agency to reduce the balance on the client's total bill to zero should not reduce the SER payment.

Reason: Policy Clarification.

5) Emergency Services (ES) Funds

ERM 209, Meeting Needs Beyond SER Program Limits

The title of manual item has been changed to Emergency Services Funds.

Any issuance of ES Funds must be recorded in the Bridges electronic case record. A service description, need reason, and payment details must be entered in case comments.

A section has been added for homeless prevention, which includes mortgage and back taxes to avoid eviction or foreclosure. Rental payments and security deposits are also allowed to establish or maintain safe housing. Mortgage and property tax payments are only allowed for homeowners or individuals who are purchasing their home. housing must be affordable.

Emergency home repairs are only allowed for homeowners or individuals who are purchasing their home. Housing must be affordable.

Emergency medical is only allowed if the services are not covered by a third-party resource, Medicaid, Medicare or other health insurance provider.

Reason: Policy Clarification.

6) Energy Services**ERM 301, Energy Services**

Additional payments made by another agency, which reduce the client's total bill to zero, should not reduce the SER payment.

Reason: Policy Clarification.

7) Relocation Services

Wording changes have been made to align policy with Bridges terminology.

A written statement from the shelter provider and order of judgment have been added as an allowable verification of the need amount.

Reason: Policy Clarification.

8) Home Ownership**ERM 304, Home Ownership**

A note has been added to clarify that the total tax arrearage for all years is the amount for every year combined, not just the years for which assistance is being requested.

Reason: Policy Clarification.

9) Payments**ERM 401, Payments**

DHS' Electronic Document Management (EDM) tracks and stores electronic (scanned) images of case documentation. EDM documents are considered the document of record and should be treated as the original.

The worker must print the DHS-849, sign it, attach the EDM copy of the bill (or other appropriate verification) and submit it to the fiscal unit for reconciliation purposes.

Reason: Policy update.

**MANUAL
MAINTENANCE
INSTRUCTIONS**

Changed Items (content changes) ...

**ERM 103
ERM 104
ERM 205
ERM 208
ERM 209
ERM 301
ERM 303
ERM 304
ERM 401**